



JOB DESCRIPTION
ADMINISTRATIVE & SECRETARIAL ASSISTANT –
LANKA SOCIAL VENTURES LTD

JOB TITLE: Administrative and Secretarial Assistant
LOCATION: Head Office (National level)
SALARY: Negotiable
<p>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</p> <p>Lanka Social Ventures Ltd. is a small, dynamic organisation that delivers support services to aspiring and existing social entrepreneurs and enterprises, community groups and SMEs with social mission.</p> <p>Our primary objectives are to:</p> <ul style="list-style-type: none"> • Promote and support social enterprises through development and delivery of support interventions, including social business incubation, training, business support, investment, trade, and all kinds of activities related to the economic enhancement of social enterprises. • Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector. • Engage with public private and non-state sector institutions, forums, networks, and alliances, investors to ensure social enterprises are at the heart of the business and policy agendas. • Influence and facilitate to create a favourable environment for social enterprises to develop and thrive. • Develop national and international partnerships and support networks among social enterprises to find market based solutions through innovative ways maximizing human and environmental well-being.
<p>JOB PURPOSE:</p> <p>To assist in the provision of an efficient and responsive administration and secretarial support to the senior management and LSV business advisory team.</p>
<p>REPORTING LINES:</p> <p>Post holder reports to: Chief Executive Officer through Finance & Administration Officer Staff reporting to this post: None</p>
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • General secretarial duties as required to assist the Chief Executive Officer, Finance & Admin Officer and senior staff. • Attend all word processing tasks using MS Office software package.

- Audio and copy type.
- Draft / write letters.
- Timely distribution of letters and information.
- Maintain inward and outward mail register.
- Opening of post and appropriate distribution of correspondence.
- Deal with telephone and email enquiries, using LSV email system.
- Photocopy and print various documents.
- Organise and store paperwork, documents and computer-based information.
- Create and maintain filing and other office systems.
- Keep diaries and arrange appointments
- Schedule and attend meetings, create agendas and take minutes - shorthand may be required.
- Book meeting room and conference facilities.
- Liaise with other LSV staff and with external contacts.
- Order and maintain stationery and equipment.
- Organise travel and accommodation for staff and other external contacts.
- Assist with tea/coffee making etc.
- Assist with preparing invoices, payments, cheque writing and banking matters.

General

- Adhere to all administration standards and secretarial processes.
- Assist with updating and maintaining LSV website, social media and newsletters.

SKILLS AND COMPETENCE:

- Knowledge and experience in secretarial practice and office administration.
- Correspondence procedures and processes.
- Word processing skills in English and Sinhala and / or Tamil
- Use of IT equipment (Computers, fax, multimedia projectors etc.) and software (MS office applications, World Wide Web, E-mail applications, Desk top publishing, deigning, database management etc.).
- Excellent communication skills.
- Organized and detail oriented.
- Good team player.
- Ability to deal with office politics and confidentiality.
- Possesses good judgment.
- Professional attitude and appearance.

OTHER:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process.

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